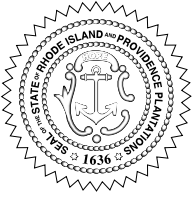




Rhode Island





Entered the Union: 1790
Population (est. 1994): 997,000 Rank: 43/50
Land Area (square miles): 1,045 Rank: 50/50

State Historical Records Coordinator:
 R. Gwenn Stearn, Acting State Archivist
 Rhode Island State Archives
 337 Westminster Street, Providence, RI 02903
 Telephone: (401) 277-2353
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1930, in legislation in 1989 State Records Management Initiated: 1981 Archives and Records Management Placement Secretary of State, State Archives and Public Records Administration	Total State Govt Expenditures (1993): \$3,539,123,000 Total Budget, Archives and Records Management (FY 1994): \$704,100 Percent of Total State Expenditures Allocated to Archives and Records: 0.020% State Archives funding has [increased decreased been relatively stable ?] over last 2 years.


STAFFING			
State Government FTEs (1992): 19,890		Number of Archives/Records FTEs per 1000 State FTEs: 0.30	
Archives & Records FTEs (1994): Total 6 Archives 4 Records Mgt 2		Average earnings for all full-time state employees (Oct. 1992): \$33,804 per year	


ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits3,606 Reference activity has increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 141 cu. ft.	
Services provided free of charge: Use of reference room Answers to in-state and out-of-state mail requests E-mail for receiving/responding to requests Commercial use of documents/photos	Descriptions of holdings are provided through: Telnet (limited): archives.state.ri.us (login archives) Gopher (limited): archives.state.ri.us	
Services provided for a fee: Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos No fees have been initiated in last 2 years.		

FACILITIES 	
State Archives Building (rented by Rhode Island State Archives) Constructed: N/A Renovated: N/A Total storage capacity: Will be full within 5 years No construction planned Existing environmental controls: 100% year-round temperature controls 25% year-round humidity controls 100% fire detection 100% fire suppression	State Records Center Rhode Island's records center operations are privatized; storage facilities are owned by vendor. Total storage capacity: Unlimited No construction planned Existing environmental controls: 10% year-round temperature controls 10% year-round humidity controls 100% fire detection 100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES	
Technical assistance provided by State Archives (FY 1994): No activity reported No. of local government units (1992): 8 municipalities 4 school districts 31 townships 84 special districts	Services to state agencies Consultation/advice Labor in agencies (inventorying, processing, conservation) Services to local governments: Training and consultation Publications Labor in agencies (inventorying, processing, conservation) State Archives may accept original records from local governments as a repository of last resort.

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 
Rhode Island has no centralized micrographics services. State Archives stores security microfilm for state agencies.	No preservation activity reported. State Archives does not have a written preservation plan or a written disaster plan. State Archives does not have a preservation officer or employ a trained, full-time conservator. Rhode Island does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS 	
State Archives uses automated applications for the following: Finding aids Word Perfect, FileMaker Pro Accessioning MicroMARC:amc Inventory control MicroMARC:amc Records scheduling Word Perfect Correspondence Word Perfect Bookkeeping FileMaker Pro Publications Aldus Pagemaker	Electronic Mail State Archives staff can communicate within the agency and with outsiders via the Internet through another provider. NASIRE reports that Rhode Island has no government-wide electronic mail applications.

ELECTRONIC RECORDS 
State Archives has no program for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

statute

Includes electronic records.

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

None

Optical imaging standards

None

Admissibility of microfilm

None

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

None

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that Rhode Island is working to get legislative systems on the Internet.

NGA reports that the Department of State Library Services created the Library of Rhode Island to provide online access to state, federal and local government information.

FOR FURTHER INFORMATION



State Archives and Records Management

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Notes

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: R. Gwenn Stearn, Acting State Archivist, Rhode Island State Archives, 337 Westminster Street, Providence, RI 02903. Telephone: 401-277-2353

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.